

Music Hubs: How to apply and be a Hub Lead Organisation



Easy read booklet

What this booklet is about



We are **Arts Council England**. We support creativity and culture in England.

We manage **Music Hubs**. These are groups of organisations that teach young people to play music.



Organisations have been invited to apply for a new Music Hub Programme, which starts in **September 2024**.

Music Hubs work with partners and other groups.

This booklet tells you how to apply to run a **Music Hub**.



The government wrote a plan for music education.

This plan is called the **National Plan for Music Education** or **NPME** for short.



This plan is to help more children and young people take part in music and music education.

Applying to run a Music Hub



The government asked us to be in charge of finding **Hub Lead Organisations**.

Every **Hub Lead Organisation** or **HLO** for short will get money from the government.

Any group can apply to be an **HLO**. But you will have to show you can lead and be in charge of a **Music Hub**.



We want to talk to you before you apply to be an **HLO**.

Our talks will take place from **10 July** to **18 August**.

Here are some **important dates**:

You can apply from **9am** on **Tuesday 18 July 2023**.

The last date you can apply is **midday** on **Thursday 12 October 2023**



Applying to run a Music Hub

We will let you know if you have got the funding to be an **HLO**. We will do this in **April 2024**.



Funding will start in **September 2024**.

We have made some good documents for you to read. They are available as easy reads if you want them.



The 6 main documents are

1. Programme of activity for Music Hubs
2. Strategic functions for Hub Lead Organisations
3. Governance and management arrangements for Music Hubs
4. Music Hub areas and grant allocations
5. Lead Schools for Music
6. Purchasing and maintaining musical instruments



You can find them [on our website](#).



There are lots of other useful documents on our website too.

What Music Hubs do



Music Hubs are made up of different partners and groups.

Every Hub has a lead organisation called an **HLO**. The **HLO** decide what will happen in the **Music Hub**.



Music Hubs will give more young people the chance to take part in music in their area.

Music Hubs should do 3 main things

1. **Support schools and colleges to provide music education**
2. **Help young people follow their musical interests**
3. **Support all children and young people to try music in and out of school**



Music Hubs must write a plan to say how they will do these 3 main things.



This is called a **Local Plan for Music Education** or **LPME** for short.

HLOs should work with partners to make a **LPME**.

What do HLOs do



HLOs have **5 strategic functions** they should do:

Partnerships – with schools, in the community and with other music groups



Schools – support schools to have better music education and choices

Progression and Musical

Development – give young people the chance to take part in lots of different kinds of music



Inclusion – let everyone take part in music no matter who they are or where they are from



Being sustainable – this means they have to be set up so they can keep going

Music Hub activity programme



HLOs and partners should make a programme of different activities.

These might be things like

- ✓ activities in school and out of school
- ✓ training for music teachers
- ✓ getting to play musical instruments and equipment



HLOs should have a good way to manage and lead so that **Music Hubs** make the best use of the money.



The **HLO** should:

- make good decisions and work with the **Board**
- be experts and have the right resources to lead a **Music Hub**
- make a plan to say what **Music Hubs** do for schools, young people and parents or carers



The **HLO** should use a website or online platform like social media.

When is the money paid



Music Hub Core Grant

Every **HLO** will get money to help them meet the needs of the **Music Hub**.

The government has an amount of money for funding music in **2024 – 2025**.



The funding provided may go up and down depending on how many young people are on the local authority schools list.



The **HLO** is in charge of spending the grant money in the best way for the **Music Hub**.

We will decide on who gets the funding in **April 2024**.

The grant money will be paid in **4 equal payments** every **3 months**.



The first payment is in **September 2024**.

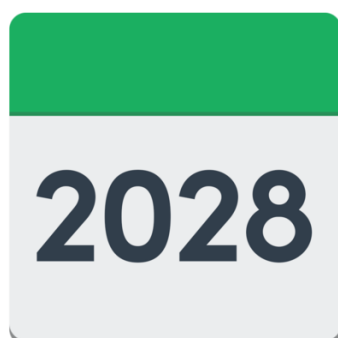
More about when is the money paid

You should have a back up plan in case things change with the grant money.



HLOs are in charge of Music Hubs for one year at the start. This is from **1 September 2024** to **31 August 2025**.

This may continue for up to **3 years** until **2028**.



We can only pay money in the future if the government have it. This could mean that the grant money might go down in the future.

How to make your application



You have to make a profile using the **Grantium** portal on our website.

It can take up to **10 working days** to get your account to be up and running and check your profile is set up OK.



The last day you can make your application is **midday** on **Thursday 12 October 2023**.

Read our guidance on [How to set up your profile](#).

Who can apply to be an HLO



There are lots of different organisations who can apply to be an **HLO**.

For example, you could be a

- local authority or council
- school or Academy Trust
- company
- community company
- partnership
- society



You must be able to show that you can manage your application and money.

You can't be an HLO if you are one person or part of the government.



You can also be an **HLO** if you are part of a group of organisations. We call this kind of group a **Consortia**.

So you might want to join together with one or more other groups and apply.



If you apply as a **Consortia** then you can only do this once. Your organisation can't apply to lead the same area by itself as well.

Looking after the funding



Subsidy Control is how money is looked after. This includes the money we manage at **Arts Council England**.

When you apply for the money, you have to say that you can follow the law on **Subsidy Control**.



At the end of your funding time, you must show that the money has been used in a good way.

This means showing that

- ✓ money wasn't spent on things that were too expensive
- ✓ you can keep this funding separate from other money you may get to run the **Music Hub**
- ✓ you keep records of all the money you spend and how much things cost



We might ask to see these records. If the funding money hasn't been spent in a good way, then you might have to pay some funding back.

Read more about [**Subsidy Control**](#).

Making your application



You must make your application through our **online portal** called **Grantium**.

You might have used Grantium before.

But if you haven't then you will need to make a profile to make an application.

It can take up to **10 days** to check your profile is set up OK.

The last day you can make a profile on Grantium is

midday Monday 2 October 2023

If you do have a profile already then check it is up to date before you start your new application.

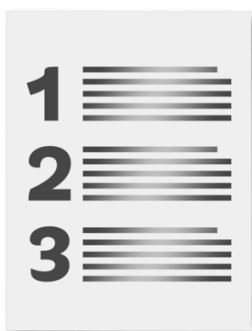


Speaking to our team

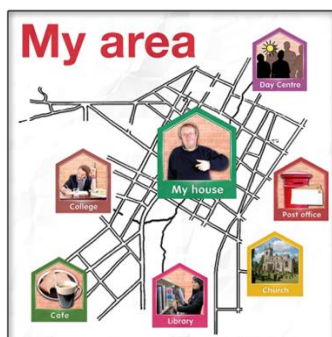


Before you apply you **must speak to our team**. We can give you support and advice on how to apply.

We will talk to you about:



- where your **Music Hub** is
- how you will work with partner groups to make your **Music Hub** the best it can be
- your plan to meet the needs in your local area
- Money and finance to fund the **Music Hub**
- any questions you may have about filling out the finance templates
- extra access support or documents in different formats like easy reads



You can start talking to us between these dates:

10 July and 18 August 2023



Please book a day and time with one of our team or on **our website**.

The latest time you can book to talk to us is **midday on 31 July 2023**.

More about your application



We will send you an email after our meeting with you. This shows that we have talked to you. You must add this email to your application in **Grantium**.



You can get the application form as a Word document too. You can use this to help you get all the information together. Make sure you move all of your work into **Grantium** when you are ready.



You can save your application as you go along.

If you want to run more than one Hub then you must send a separate application for each area.

We will ask you to tell us about:



Your organisation – who you are and why you would make a good **HLO**

Your plan – how you will run the **Music Hub** and plan for the future

More about your application



Your partnerships – these are the groups and organisations you will work with in the **Music Hub**

Schools – how your Hub will work with schools and find **Lead Schools for Music**

Supporting young people – what you will do to help young people take part in different kinds of music

Being inclusive – making it easy for different people to take part in **Music Hub** activity

Being sustainable – your Hub should think about spending money in a good way and thinking about the environment

Musical equipment – buy and store instruments in a good way

Management – show how you will lead and manage the **Music Hub** in your area



Finance information



You must tell us about your finance and money plans for your **Music Hub**. For example, you need to show how you will:

- ✓ budget the grant money so it is spent in the best way
- ✓ show how you will manage the government funding that pays for the **Music Hub**



We will need to see **statements** from the year before that shows how you spent your organisation's money.



We also need you to fill out a **financial template**. You can read more about this in [our how-to guide](#).

When you can apply



You can send your application to us from

9AM on Tuesday 18 July 2023

The final date to send your application is:



midday on Thursday 12 October 2023

We will send you an email to say we have your application.

We will mark the application against different things. This helps us to make our decision.



If we can't go forward with your application, then we will let you know this too.

We will ask you to send any missing information.



We will look at everything you send before we decide on what happens next.

What happens when we decide



If we decide you can have funding, we will send you a **conditional offer**.

This means we think we will give you the money, but we still have to check with the government.

You will hear about our decision in

early April 2024

| April | | | | | | |
|-------|-----|-----|-----|-----|-----|-----|
| Thu | Fri | Sat | Sun | Mon | Tue | Wed |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

We will tell you how much your grant money will be for **2024-2025**.

Not everyone will get a grant from us. We will write to everyone to say why we didn't award the money to your organisation.



If you do get the funding then we will still have to make some checks or request updates on:

- information included in your application (eg the Financial Template, Partners Table and Music Hub Development Plan)

